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15 JUL 1965

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Current Interest Items

1. CSC Executive Seminar Program

The Director of Training represented the Agency at the Inter-Agency Advisory Group meeting on 11 July (which conflicted with the PAB meeting) at which the proposed Executive Seminar Program was discussed. Mr. Baird advises us that the proposal was endorsed by the IAG and that the Director will soon receive a formal letter announcing the program and inviting our participation. He believes that we will be allocated six or eight spaces for the 1963-64 seminar series.

Mr. Baird has informally observed to us that certain courses appear of minimal interest to the Agency but that certain others appear of interest to particular elements, notably DD/S and Comptroller. He has suggested that, when formal agreement for Agency participation has been reached, the course material be referred to the OTR Registrar for announcement and selection of students through normal procedures. We agree with this suggestion.

2. Personnel Advisory Board Meeting

The Personnel Advisory Board met on 11 July to consider a draft regulation concerning the Agency's civilian reserve and a draft notice concerning Fitness Reports. Both papers were generally approved. We are making appropriate modifications in light of the PAB discussion before forwarding these papers for final approval and publication.

3. Meeting of the Scientific and Technical Personnel Advisory Committee

The Committee met on 9 July to review requests for Scientific Pay Schedule positions which had been submitted by operating components. Before considering individual requests, however, the Committee:

a. Agreed to act on only those requests which carry a reasonably firm FY 1964 recruitment target. (Other requests will be considered at future meetings as circumstances warrant.)

b. Formulated the general rule (at least for the present) that positions should not be included in the Scientific Pay Schedule if their clearly predominant responsibilities are managerial in nature.

c. Agreed that components requesting SPS positions must make separate provision for any ceiling requirements associated with such positions.

The Committee then recommended favorable action on the requests received with a few exceptions. The Office of Personnel was asked to prepare the required action papers to be forwarded through the Comptroller to the DCI for approval.

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NO CHANGE IN CLASS. ☐

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~~CONFIDENTIAL~~

4. Contacts with ONE Consultants Concerning Foreign Travel Restrictions

As you know, 18 ONE consultants had been sent a contract renewal form including a clause requiring prior clearance with the Agency of any foreign travel. Because many were unavailable at their normal residences, we were able to reach only six of these to advise them personally that this clause had been inadvertently included but have sent explanatory letters to the remainder--including two who had already returned their signed contracts without comment. None of the individuals that we talked with expressed any concern about this clause.

5. Comment concerning JOT Interview Arrangements

We have forwarded to the Director of Training a memorandum reporting comments which Mr. William Nelson has made to [REDACTED] Mr. Nelson is employed in the Department of Commerce but he is also President of the Alumni Association of Fletcher School of Diplomacy and has been active this year in assisting in the placement of the 1963 Fletcher graduates. He said that he was disturbed at the number of graduates who have an adverse attitude toward consideration of CIA because of the "way" JOT candidates are handled as interviewees. These complaints appear to focus on the long periods that candidates are kept waiting for interviews with JOT staff officers.

6. Early Retirement Bill

An unclassified version of our formal statement of Justification and Explanation was cleared with the Director of Security and copies furnished to Mr. Blandford of the Sub-Committee No. 1 Staff.

Preliminary work on updating our 1959 "hump" manpower projections was completed but it will take about a week to recompute a ten year projection adjusted to reflect the results anticipated from the retirement bill. This material will be worked into the supplementary notes included in the briefing book prepared for General Carter.

We have been advised by the Legislative Counsel that Congressman Rivers is familiar with and interested in the FBI retirement system. Consequently, we will supplement the present briefing book with material on this subject.

We understand from the Legislative Counsel that hearings on our bill may be scheduled during the week of 29 July.

7. Secretarial Survey

The interviewing phase of this survey is substantially complete and the results are being compiled and analyzed. Our report should be ready during the next two weeks. Based on a preliminary review, it appears that the survey will prove to have been worthwhile and will result in recommendations for modifying the existing "grade attraction" pattern for secretarial positions.

8. Payment of EOD Travel Expenses for Recruitment Officers

The special authority granted by the Deputy Director (Support) to pay EOD travel expenses for Recruitment Officers expired 30 June 1963. We have considered whether there was a need to request an extension of this authority and have concluded that it is no longer required.

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~~CONFIDENTIAL~~

9. Cultural Center Fund Drive

As of 12 July, we had received donations totalling \$2,549.17 from 1,124 employees.

10. Hospitalization Insurance

The Chief, B&D has continued discussions with insurance company representatives to determine whether a more attractive plan than that offered by Mutual of Omaha can be obtained. He met with representatives of New York Life on 10 July and reports that we may receive a bid from them; however, it appears that the premium may be too high in relation to Mutual for us to consider. From earlier discussions with representatives of Metropolitan, it appears doubtful that they will give us a bid.

11. Hotel Discounts for Employees Traveling on Official Business

Following the publication of an Employee Bulletin on this subject, we have received a number of inquiries about documentation of Agency travelers

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[REDACTED]  
The Office of Security is considering our proposal that some form of credential be made available to overt staff employees. They have indicated some reluctance to doing so but have not as yet taken a firm position.

12. Academy Referrals

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[REDACTED] the USNA graduates recruited for the JOT program, received full clearances on 10 July and were scheduled to join the JOT class on 12 July.

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18. Ceiling and Staffing Limitations for Fiscal Year 1964

As you know, we are developing a projection of FY 1964 recruitment needs. Relative thereto, it has already been observed that our 30 June 1963 on duty strength of [REDACTED] is 116 in excess of the average employment figure of [REDACTED] budgeted for FY 1964. We have just been advised by [REDACTED] X1A9a that the White House has imposed a year-end duty strength limitation for FY 1964 of [REDACTED]. It is obvious that there are irreconcilable differences between our recruitment objectives and staffing authorizations. These differences must be resolved at the earliest possible date. We are making no plans for curtailing our recruitment program until such time as this might be proven to be necessary.

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

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OD/Pers/ [REDACTED] (15 July 1963)

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